



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

12/04/13

Jennifer Reynolds
22 Metric Rode- Modern Manor
Iowa City, Ia. 52240-3002

Dear Child Care Provider,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the December 2, 2013 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: A number of items were out of compliance. Items that need immediate attention include not using the outdoor play area until you have an approved soft landing surface under the equipment and not using your husband as an assistant and substitute until you have received written approval from DHS.

How to correct: Bring all the items identified as out of compliance no later than January 15, 2014.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Reason determined out of compliance: You did not have these numbers posted by the phone or saved in your cell phone contacts.

How to correct: You can either post the numbers required or enter them in your cell phone contacts list.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed electrical outlets in both of the living rooms and dining room that did not have a safety cap on them. They were accessible to a child.

How to correct: You went around all put safety caps on all exposed electrical outlets while I was present. **This item is now in compliance.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: I observed you did not have a soft landing surface under the outdoor play equipment with a height of more than 18 inches.

A clarification has determined of this requirement determined you are required to have a soft landing surface under equipment that has a fall of more than 18 inches.

How to correct: You signed an agreement not to use the outdoor play area until an approved soft landing material is placed under the equipment. I left you some information on the types of soft landing materials you can use and how much you need to place around and under the equipment.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: I observed the No Smoking sign posted on the front door had a piece of it torn off. That piece had the phone number and website for complaints.

How to correct: Add the phone number and website to this sign or place a new one with this information on your front entrance.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: I observed your pet's rabies vaccination expired 2/10/12. You did not have a copy of an annual exam done within the last year. I did not find any information regarding your pets being free of endo and ecto parasites.

How to correct: Schedule an appointment with the vet and have his examine your pets, give them a rabies vaccination, and complete the annual pet exam form I left with you.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: After reviewing your mildly Ill policy I did not find any information that you separate sick children from other children in your care until they are picked up.

How to correct: Add a sentence about separating a sick child from the others in care until they are picked up.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: After reviewing your health-related emergencies policy I noted you did not have all the necessary language in it. You need to address what you would do in an emergency with one of the children in terms of calling emergency personnel, if you will transport a child to the hospital, and if so who would be your DHS approved substitute to provide care in your absence for the other children in care.

How to correct: Use the page I left with you as a reference to write this policy.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I observed you did not have a physician's statement of health or immunization status for Michael. I also did not find a record of your immunizations other than for Tetanus/Diphtheria.

How to correct: Obtain copies of a physical for Michael dated within the last 2 years. Try to get a copy of your immunization record that shows you have been immunized for polio and MMR. Places to check for this include your physician, your high school, parents to see if they have your baby book with this information. You can also have your physician complete and sign the form I left with you- Physical form for Providers.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

☐ 110.5(2)d A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Reason determined out of compliance: You stated you use your husband Michael as a substitute at times when you have an appointment such as a doctor or dentist appointment.

How to correct: Submit a new application and mark the box at the top for change. Add Michael's name in the area for assistant and substitute and send it in for approval. Get A copy of a physical dated within the last two years and place it in his substitute file. If he has not had one in that period of time he will need to do one now. You can have his physician complete and sign the Physical form I left with you.

He will need to complete a course in Mandatory Reporter of Child Abuse training. This can be done On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Reason determined out of compliance: I observed you did not have a soft landing surface under the outdoor play equipment with a height of more than 18 inches. A clarification has determined of this requirement determined you are required to have a soft landing surface under equipment that has a fall of more than 18 inches.

How to correct: You signed an agreement not to use the outdoor play area until an approved soft landing material is placed under the equipment. I left you some information on the types of soft landing materials you can use and how much you need to place around and under the equipment.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information in the files for one of the children in your care.

How to correct: Have the parents fill out and sign the Emergency Medical Authorization form for this child and place it in their file.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find an initial physical exam for any of the children in your care.

How to correct: Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for four children in your care.

How to correct: Get a copy of a physical dated within the past 12 months on these children and place it in their file.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in the file for one child.

How to correct: Have the parents get a copy of their child's Dept. of Public Health immunization certificate from their doctor's office. Make sure the certificate is signed and dated by the doctor.

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.

Reason determined out of compliance: You have been using your husband Michael as a substitute and he has not been approved by DHS to do so.

How to correct: Complete a new application adding him as an assistant and substitute.

☐ 110.5(10) Substitutes

☐ 110.5(10)a All standards regarding supervision and care of children apply to substitutes.

Reason determined out of compliance: You have been using your husband Michael as a substitute and he is not approved by DHS. He has not taken the required course in Mandatory Reporter of Child Abuse training and does not have a current physical or immunization records.

How to correct: He needs to take the Mandatory Reporter of Child Abuse training and get a copy of a physical dated within the last 2 years and record of his immunizations for MMR, polio and Tetanus/Diphtheria.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

Reason determined out of compliance: You did not have documentation of the hours you use substitute care.

How to correct: I gave you a form to use to record the hours you have someone provide substitute care. Every time you have a substitute you need to complete the form.

Enclosed please find a copy of the Corrective Action Safety Plan we signed in which you agreed not to use the outdoor play area until there is an approved soft landing surface under the equipment that is more than 18 inches in height.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: January 22, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free at 319/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236- Tessa Amato.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).